



STANDARDS OF APPRENTICESHIP

adopted by

GRAYS HARBOR AREA CARPENTERS APPRENTICESHIP COMMITTEE

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
CARPENTER		860.381-022	5200 - 8000 HOURS
INSULATION APPLICATORS		869.664-014	4000 HOURS
MAINTENANCE CARPENTER		860.281-010	5200 - 8000 HOURS
PILEDRIIVER		859.682-018	5200 - 8000 HOURS
RESIDENTIAL CARPENTER		860.381-640	5200 - 8000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

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Initial Approval

APRIL 16, 2004

Committee Amended

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Standards Amended (review)

Standards Amended (administrative)

By: LAWRENCE CROW
Chair of Council

By: PATRICK WOODS
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

The following Standards for development of apprentices have been prepared by the United Brotherhood of Carpenters & Joiners of America, Local Union #317, Aberdeen, Washington and Independent Contractors.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

These standards shall cover Grays Harbor County and that portion of Pacific County north of a straight line by extending the north boundary line of Wahkiakum County west to the Pacific Ocean.

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II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age: **Be at least 17 years old.**

Education: **None**

Physical: **Be physically able to perform the work of the trade.**

Testing: **None**

Other: **Provide proof of age.**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

- 1. To apply for the apprenticeship program, an applicant must make application with the Apprenticeship Committee at the Carpenters Local 317, 316 E. 1st, Aberdeen, WA 98520.**

Applicants must return their applications with proof of age and a passing result on the College Placement Test. The College Placement Test scores that meet the eligibility requirements for the JATC Training Program are: Writing Skills - 75, Reading Skills - 75, and Numerical Skills - 62. Upon successful completion of these tests, they are scheduled for a forty (40) hour Pre-Employment Safety and Orientation class.

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Prior to the scheduled Pre-Employment Safety and Orientation class, the applicant will be scheduled for a drug test. The applicant must pass the test with a negative test result in order to attend their scheduled Pre-Employment Safety and Orientation class.

2. To be eligible to enter the Apprenticeship Program, an applicant must successfully complete the Pre-Employment Safety and Orientation Program (or similar program that meets or exceeds the same criteria) and maintain status in a pool of eligible applicants. The program will be conducted on days established by the Apprenticeship Committee. Satisfactory completion will occur if the applicant receives a total score of 75% or better. A syllabus is available upon request.
3. Upon successful completion of the Pre-Employment Safety and Orientation class (or similar committee approved program), the applicant will be placed in a pool of eligible applicants based on rank order of scores and will be registered based on the highest score first.
4. Applicants must check in with the Committee (see address above), at monthly intervals to maintain their eligibility. The Committee must be kept informed of applicant's current address and phone number.
5. **Exceptions:**
 - a. The order of scores may be superseded to meet JATC affirmative action goals in conformance with the Washington State Apprenticeship and Training Council rules (RCW 49.04.100).
 - b. Individuals who become members of a local union solely through an organizational effort and are lacking journey worker skills may receive direct entry into the apprenticeship provided they meet the minimum qualifications and pass a drug test with negative test results.
 - c. An individual who signs an authorization card during an organizing effort wherein fifty percent or more of the employees have signed authorization cards, whether or not the employer becomes signatory, an individual not qualifying as a journey level worker shall be evaluated by the JATC and registered at the appropriate period of apprenticeship based on previous work experience and related training provided they meet the minimum qualifications and pass a drug test with negative test results.
 - d. Graduates of committee-approved programs such as Job Corps may receive direct entry into the apprenticeship provided they meet the minimum qualifications and pass a drug test with negative test results.

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- e. **Individuals relocating from other states or BAT approved Apprenticeship Programs may receive direct entry into the apprenticeship provided they meet the minimum qualifications and pass a drug test with negative test results.**
- f. **Employees of an employer who has not signed a collective bargaining agreement and wishes to have their employees trained may receive direct entry into the apprenticeship provided.**
 - (1) **The employee meets the minimum qualifications.**
 - (2) **The employer signs a Contribution Agreement with the Carpenters-Employers Apprenticeship & Training Trust Fund of Western Washington.**
 - (3) **Pass a drug test with a negative test result.**

B. Equal Employment Opportunity Plan:

- 1. **Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**
- 2. **Cooperate with school boards, community colleges and vocational schools to develop programs, which prepare students for entrance into apprenticeship.**
- 3. **Disseminate information, within shops or concerns, concerning equal opportunity policies of the program's sponsor(s).**
- 4. **To encourage establishment and use of pre-apprenticeship preparatory trade training and to provide that those who engage in such programs are given full and equal opportunity for admission into the apprenticeship program.**
- 5. **Grant credit for previous trade experience or trade-related courses for all applicants equally.**

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM of APPRENTICESHIP:

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The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

The term of apprenticeship for a Carpenter, Maintenance Carpenter, Piledriver, and Residential Carpenter apprentice shall be 5200-8000 hours of reasonably continuous employment and experience in the principal operations of the trade. If for reasons beyond the control of an apprentice an apprenticeship cannot be completed within four years of reasonably continuous employment, the Apprenticeship Committee may extend the term.

The term of apprenticeship for Insulation Applicators shall not be less than two calendar years approximately 4000 hours and consisting of four 1000 hour periods of reasonably continuous employment during such term which shall include the probationary period.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

All apprentices employed in accordance with these Standards shall be subject to a probationary period not exceeding the first 720 hours of employment.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices

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are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

A. For the occupations of Carpenter, Piledrivers, and Insulation Applicators:

- 1. Apprentices shall work with recognized journey level workers who are employed by an employer who has been approved by the committee as being adequate to furnish proper on the job training in accordance with these standards.**
- 2. Each employer may employ one apprentice for each of the first five carpenters in his/her employment but he/she must employ one apprentice when he/she has three journey level workers in his/her employment.**
- 3. As per the negotiated collective bargaining agreement each employer shall employ one additional apprentice for each additional four journey level workers.**

B. For the occupations Maintenance Carpenters and Residential Carpenters: An employer may have one apprentice for each journey level worker employed.

VII. APPRENTICE WAGES and WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

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A. Carpenters, Piledrivers, and Residential Carpenters:

Step/Period	Number of hours/months	Percentage of journey-level rate
1	0650 – 1000 hours	60%
2	0650 – 1000 hours	65%
3	0650 – 1000 hours	70%
4	0650 – 1000 hours	75%
5	0650 – 1000 hours	80%
6	0650 – 1000 hours	85%
7	0650 – 1000 hours	90%
8	0650 – 1000 hours	95%

No pension contributions are required on Carpenter, Piledriver, and Residential Carpenter apprentices during the 1st period.

B. Insulation Applicators:

Step/Period	Number of hours/months	Percentage of journey-level rate
1	0650 – 1000 hours	50%
2	0650 – 1000 hours	60%
3	0650 – 1000 hours	75%
4	0650 – 1000 hours	90%

No pension contributions are required on Insulation Applicator apprentices during the 1st period.

C. Maintenance Carpenter:

Step/Period	Number of hours/months	Percentage of journey-level rate
1	0650 – 1000 hours	66%
2	0650 – 1000 hours	70%
3	0650 – 1000 hours	74%
4	0650 – 1000 hours	78%
5	0650 – 1000 hours	82%
6	0650 – 1000 hours	86%
7	0650 – 1000 hours	90%
8	0650 – 1000 hours	94%

No pension contributions are required on Maintenance Carpenter apprentices during the 1st period.

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

<u>A. Carpenter:</u>	<u>Approximate Hours</u>
1. Care and use of tools and woodworking machinery.....	325 - 500
2. Form building..... Build and place straight concrete forms, irregular concrete forms, concrete forms for stairways and floors, walls and columns	780 - 1200
3. Rough framing Floor, wall, roof, stair, scaffolding, etc., on both house and heavy construction. Roof covering	780 - 1200
4. Layout Batterboards, partitions, doors and windows, box-out in concrete walls	325 - 500
5. Outside finishing Application of door and window trim. Fit and sand doors and windows. Application of all exterior finishes and related trim	520 - 800
6. Inside Finishing Application of door and window trim. Fit and sand doors and windows. Application of baseboards and moldings. Construction and setting cases, wardrobes, stair work, Flooring. Application of hardware and fittings to exterior and interior of building, doors and windows	975 - 1500
7. Welding	325 - 500
8. Plastics and resilients.....	195 - 300
9. Acoustics and drywall.....	650 - 1000
a. Ceilings:	

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Layout, cutting, assembly and installation of all materials and component parts

- (1) Hangers, channels, furring and backing boards**
- (2) Bars: Main tees, cross tees, splines**
- (3) Stiffeners and braces**
- (4) Ceiling angles or moldings**
- (5) Finish ceiling materials**
- (6) Items of local practices**

b. Walls and partitions:

Layout, cutting, assembly, erection and/or applications of all material and component parts.

- (1) Floor and ceiling runners**
- (2) Studs, stiffeners, bracing, fireblocking**
- (3) Resilient and furring channels**
- (4) Layout, framing enclosing and trimming of doorframes, window frames, vents, light wells, and other openings**
- (5) Wall angles and moldings**
- (6) Studless and laminated installations**
- (7) Thermal and sound insulation**
- (8) Installation of backing and finish materials**
- (9) Fireproofing of columns, beams and chases**
- (10) Items of local practices**

- 10. Miscellaneous..... 260 - 400**
Safety, scaffolding, walkways, shoring, sheds, protection, etc.
- 11. Asbestos abatement and other hazardous material handling and disposal 65 - 100**

Total Hours: 5200 - 8000

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B. <u>Insulation Applicators:</u>	<u>Approximate Hours</u>
1. Batt Insulation.....	400
2. Blown Insulation	200
3. Sprayed urethane.....	300
4. Styrofoam-pin method, glue on and mortar	1000
5. Cooler installations	1500
6. Poured insulation	200
7. Metal building applications	100
8. Items of local practice.....	<u>300</u>
Total Hours:	4000

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C. <u>Maintenance Carpenter:</u>	<u>Approximate Hours</u>
1. Care and use of tools and woodworking machinery.....	325 - 500
2. Form building..... Build and place straight concrete forms, irregular concrete forms, concrete forms for stairways and floors, walls and columns	780 - 1200
3. Rough framing Floor, wall, roof, stair, scaffolding, etc., on both house and heavy construction. Roof covering	780 - 1200
4. Layout Batterboards, partitions, doors and window box-out in concrete walls	325 - 500
5. Outside Finishing Application of door and window trim. Fit and sand doors and windows. Application of all exterior finishes and related trim.	520 - 800
6. Inside Finishing Application of door and window trim. Fit and sand doors and windows. Application of baseboards and moldings. Construction and setting cases, wardrobes, stair work. Flooring. Application of hardware and fittings to exterior and interior of building, doors and windows	975 - 1500
7. Welding	325 - 500
8. Plastics and resilient	195 - 300
9. Acoustics and drywall.....	650 - 1000
a. Ceilings: Layout, cutting, assembly and installation of all materials and component parts	
(1) Hangers, channels, furring and backing boards	
(2) Bars: main tees, cross tees, splines	
(3) Stiffeners and braces	
(4) Ceiling angles or moldings	
(5) Finish ceiling materials	
(6) Items of local practices	
b. Walls and partitions:	

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**Layout, cutting, assembly, erection and/or application
of all material and component parts**

- (1) Floor and ceiling runners**
- (2) Studs, stiffeners, bracing, fireblocking**
- (3) Resilient and furring channels**
- (4) Layout, framing enclosing and trimming of
doorframes, window frames, vents, light wells,
and other openings**
- (5) Wall angles and moldings**
- (6) Studless and laminated installations**
- (7) Thermal and sound installation**
- (8) Installation of backing and finish materials**
- (9) Fireproofing of columns, beams and chases**
- (10) Items of local practices**

- 10. Miscellaneous..... 260 - 400**
**Safety, scaffolding, walkways, shoring sheds, protection,
etc.**
- 11. Asbestos abatement and other hazardous material handling
and disposal 65 - 100**

Total Hours: 5200 - 8000

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D. Piledriver:	<u>Approximate Hours</u>
1. Tools and materials.....	130 - 200
2. Layout	195 - 300
3. Piledriving equipment - hammers, leads & rigging motors and pumps	325 - 500
4. Rigging and signaling	260 - 400
5. Driver of piles - wood, concrete, steel, etc.....	650 - 1000
6. Cofferdams and caissons	195 - 300
7. Bridge, dock and wharf construction.....	520 - 800
8. Heavy timber construction.....	260 - 400
9. Care and maintenance of tools and equipment.....	130 - 400
10. Form building.....	780 - 1100
11. Rough framing	780 - 1100
12. Welding	325 - 500
13. Diving and diver tending	325 - 500
14. Miscellaneous - safety, scaffolding, shoring, etc.....	<u>325 - 500</u>
Total Hours:	5200 - 8000

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E. <u>Residential Carpenter:</u>	<u>Approximate Hours</u>
1. Care and use of tools and woodworking machinery	325 - 500
2. Form building..... Build and place straight concrete forms, irregular concrete forms, concrete forms for stairways and floors, walls and columns	780 - 1200
3. Rough framing Floor, wall, roof, stair, scaffolding, etc., on both house and heavy construction. Roof covering	780 - 1200
4. Layout..... Batterboards, partitions, doors and windows, box-out n concrete walls	325 - 500
5. Outside Finishing..... Application of door and window trim Fit and sand doors and windows Application of all exterior finishes and related trim	520 - 800
6. Inside Finishing..... Application of door and window trim. Fit and sand doors and windows. Application of baseboards and moldings. Construction and setting cases, wardrobes, stair work. Flooring. Application of hardware and fittings to exterior and interior of building. Doors and windows	975 - 1500
7. Welding.....	325 - 500
8. Plastics and resilient.....	195 - 300
9. Acoustics and drywall a. Ceilings: Layout, cutting, assembly and installation of all materials and component parts (1) Hangers, channels, furring and backing boards (2) Bars: Main tees, cross tees, splines (3) Stiffeners and braces (4) Ceiling angles or moldings (5) Finish ceiling materials (6) Items of local practices b. Walls and partitions:	650 - 1000

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**Layout, cutting, assembly, erection and/or application
of all material and component parts**

- (1) Floor and ceiling runners**
- (2) Studs, stiffeners, bracing, fireblocking**
- (3) Resilient and furring channels**
- (4) Layout, framing enclosing and trimming of
doorframes, window frames, vents, light wells, and
other opening**
- (5) Wall angles and moldings**
- (6) Studless and laminated installations**
- (7) Thermal and sound insulation**
- (8) Installation of backing and finish materials**
- (9) Fireproofing of columns, beams and chases**
- (10) Items of local practices**

- 10. Miscellaneous..... 260 - 400**
Safety, scaffolding, walkways, shoring, sheds, protection,
etc.
- 11. Asbestos abatement and other hazardous material handling**
and disposal 65 - 100

Total Hours: 5200 - 8000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ (X) Supervised field trips
- ☒ (X) Approved training seminars
- ☐ () A combination of home study and approved correspondence courses
- ☒ (X) State Community/Technical college
- ☐ () Private Technical/Vocational college
- ☐ () Training trust
- ☐ () Other (specify)

144 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

NONE

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X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

- 1. There will be no discrimination in apprenticeship employment during apprenticeship after selections have been made, including, but not limited to, job assignment, promotions, layoff, termination, rates of pay, or other forms of compensation, or conditions of work. All apprentices employed shall be subject to the same job performance requirements.**
- 2. The Apprenticeship Committee reserves the right to limit the number of first year apprentices entering the program, based on ratio as per standards and determined by the need for the area.**
- 3. For consideration by the Committee for any advancement, the apprentices must submit records of past experience and school transcripts.**
- 4. Apprentices' Hours and Supervision:**
 - a. No apprentice shall act as or be a contractor or employer while registered as a carpenter apprentice with this Committee.**
 - b. An apprentice shall not act as a foreman without prior approval of the local apprenticeship Committee.**

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- c. **Failure to abide by the above rules shall be just cause for cancellation of the Apprenticeship Agreement, subject to notification and review of the Washington State Apprenticeship and Training Council.**

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

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If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members.

Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

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2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
 - Authorization of Signature - as necessary
 - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
 - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

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L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 6. Hear and adjust all complaints of violations of apprenticeship agreements.
 7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

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1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **One committee member representing management and one committee member representing labor shall constitute a quorum.**

Program type administered by the committee: **GROUP JOINT**

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The employer representatives shall be:

Randy Rognlin, Chairman
321 West State Street
Aberdeen, WA 98520

Larry Miller
PO Box 167
Aberdeen, WA 98520

Floyd Plemmons
1306 Chilton Road
Aberdeen, WA 98520

The employee representatives shall be:

Lynn W. Danaker, Secretary
1015 Randall Street
Aberdeen, WA 98520

Dave Bunnell
PO Box 829
Cosmopolis, WA 98537

Ken Ervin
PO Box 425
Aberdeen, WA 98520

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

Richard DeWalt
2201 South 78th Street, Bldg B-512
Tacoma, WA 98409